



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC1117N11

JUDICIAL OPERATIONS MANAGER

Opening Date: 11/18/11

Closing Date: 11/27/11

Vacancy Exists

Salary: \$37,386-\$39,722 (Minimum-85% Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: City of Wilmington, New Castle County Courthouse (**Please check New Castle County on your application**).

Nature and Scope:

This is the first line manager for a major functional unit of Superior Court operations. The Judicial Operations Manager is responsible for program/administrative responsibilities such as implementing policies/procedures, representing the courts' operations in the testing of pilot programs as the subject matter experts and implementing new programs as a result of legislation. Position typically reports to an administrative superior.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience in legal case flow management which includes managing cases as they move through the legal process.
2. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Experience in narrative report writing.
5. Experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
6. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

Submitting Your Application:

Visit the website at <http://courts.delaware.gov/Career/index.stm>. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer